

# Shelby County Government

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## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Administrative Assistant	<b>DEPARTMENT:</b>	County Judge Executive
<b>CLASSIFICATION:</b>	Administrative	<b>SUBMITTED BY:</b>	Human Resources
<b>SALARY RANGE:</b>	\$13.00 to \$17.00/hour	<b>APPROVED BY:</b>	County Judge Executive

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## REPORTING RELATIONSHIPS

<b>POSITION REPORTS TO:</b>	County Judge Executive
<b>POSITIONS SUPERVISED:</b>	N/A

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## POSITION PURPOSE

Assists with the planning, organizing and administrative activities as directed by the County Judge Executive.

## ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Serves at meetings, exercises, seminars as an alternate as directed by the County Judge Executive.
2. Answers calls for Shelby County Fiscal Court and the County Judge Executive.
3. Maintains office calendar for the County Judge Executive.
4. Schedules the Conference Room for meetings as requested by Department Heads.
5. Prepares the Fiscal Court Agenda twice a month, distributes same and attends Fiscal Court Meetings as required by the County Judge Executive.
6. Prepares Oaths of Office, Proclamations, and Resolutions as needed for the County Judge Executive.
7. Schedules trainings, conferences, and seminars for the County Judge Executive, Deputy County Judge Executive, and the Magistrates.
8. Prepares and maintains Purchase Orders for the County Judge Executive.
9. Types letters, memoranda, and reports from dictated, handwritten, or other sources and assists in preparing necessary forms and related materials to the department.
10. Coordinates Boards and Commissions binder, oaths, scheduling and related written materials.
11. Maintains and updates the County website.
12. Serves as a resource for questions from the public.
13. Filing of documents and contracts.
14. Attends various meetings (staff meetings, etc.) and takes notes.
15. Researches various topics and creates memoranda.
16. Prepares reports and presentations as required by the County Judge Executive.
17. Open Records Custodian for Shelby County Fiscal Court – Communicating with the requester, contacting the appropriate department of the request and obtaining records, securing the records for confidentiality purposes, collecting money for copies, certify and mail copies to the requester.
18. Performs related work and assumes any and all other duties as assigned.

## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATION:**

- Associates Degree in Office Management, Administrative Support Services or other closely related degree preferred.
- High School Diploma or GED Equivalent.

### **EXPERIENCE REQUIRED:**

- Administrative Work Experience may substitute for college education requirement
- Administrative Assistant experience or knowledge
- Microsoft Word, Excel, Power Point and Database Software experience.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of and ability to operate standard office equipment.
2. Computer skills and the ability to utilize specialized software.
3. Ability to understand and implement oral and written instructions.
4. Ability to communicate effectively orally and in writing.
5. Ability to establish effective working relationships with county officials, department employees and the general public.
6. Knowledge of modern office methods and procedures, filing, telephone techniques and office equipment, spelling, grammar, and punctuation.
7. Ability to perform secretarial and clerical duties with speed and accuracy without immediate and constant supervision.
8. Ability to learn, interpret, and apply ordinances and resolutions.
9. Ability to maintain a good working relationship with all co-workers, and the general public and to use good judgment in recognizing scope of authority.
10. Ability to maintain confidential information and exercises professional judgment.
11. Performing day-to-day administrative tasks such as maintaining information files and processing of paperwork.
12. Providing information to the Department Head, co-workers and subordinates by telephone, in written form, by email and facsimile.
13. Ability to deal with frequent interruptions throughout the day.

### **CONDITIONS OF EMPLOYMENT:**

- Participation in CERS (County Employee Retirement System)-Non-Hazardous
- Participation in Payroll Direct Deposit Program
- Criminal Background Check
- Pre-Employment Drug Screen

### **WORKING CONDITIONS PHYSICAL EFFORT:**

- Work is typically performed indoors sitting at a desk with intermittent sitting, standing and stooping.
- Lifting to 25 pounds is requirement of the position.

**OVERTIME REQUIREMENTS:** Non-Exempt

**AVAILABILITY:** Regular Shift may be contacted on emergency basis.

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## **INTENT AND FUNCTIONS OF JOB DESCRIPTIONS**

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral task, only incidentally related to each position, have been excluded. Requirements, skills, and abilities, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the American Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reasons not prohibited by law.